DELHI

The Department of Delhi Archives started functioning from the year 1972-73.

Budget: During 1975-76 a sum of Rs. 42,900=00 was spent out of a budget provision of Rs. 43,000 on the non-plan side. On the plan side Rs.1,00,000=00 was spent out of a budget provision of Rs.2,00,000=00. The amount of Rs.1,00,000 earmarked for building could not be utilized. For 1976-77, a budget provision of Rs. 48,000=00 was made on the non-plan side and Rs. 6,25,000=00 on the plan-side. Out of this amount Rs.5 lakh was earmarked for the building.

Building: The department has been set up in the premises of the Secretariat. For the building of the Delhi Archives Department, necessary plans and designs have already been prepared and finalised. It is hoped that the construction work will be taken up during the current financial year (1976-77).

Record Management: The work of appraisal of records was not taken up during the period under report. Retention Schedule framed by the Government of India, Department of Personnel and Administrative Reforms, (Administrative Reforms) is being followed at present. However, necessary instructions have been issued to all the Departments under this Administration to prepare Record Retention Schedule in respect of records which are not covered under the retention schedule prepared by the Government of India.

Research and Reference: 5 scholars availed themselves of the research facilities in this Archives. 10 records were requisitioned by the government agencies and 350 files by research scholars. 15 queries on records were attended to from private agencies and individuals.

Reference Media: The various types of reference medias are under preparation.

Publication Programme: The programme of publication will be taken up in the near future.

Preservation of Records: 550 records were flattened, 3,000 repaired with tissue paper and 50 with chiffon. 2,000 volumes were guarded and 200 bound.

Photo Duplication: The State Archives has a photostat machine and a Microfilm Reader of its own and 12,000 photo-copies were made during the period under report.

Library: About 10,000 old and rare books on various subjects in different languages were acquired from various sources. There is a provision for establishment of a separate library in the building to be constructed for the Archives.

Other Activities: To arouse general consciousness in the public about the importance of archives, a regular survey was undertaken by the staff. During the year under review, a large number of documents were located, surveyed and photo-copies acquired for this Department. These documents/ records include letters from great leaders like Gandhiji, Pandit Nehru, Maulana Azad, Dr. Rajendra Prasad, etc. and throw light on the various aspects of social, political, and economic history of Delhi.